

**Tinmouth Website Committee**  
**April 14, 2020**

Attendees: Nancy Birdsall, Todd Dennis, Cathy Reynolds, Sherry Johnson

**Agenda**

Review website functionality and needs

Determine roles and tasks for members

Any other lawful business

**Minutes**

1. Meeting started at 7 pm via phone.
2. The committee reviewed the website functionality and made corrections deemed necessary
3. Tasks were divided among members.
  - a. Sherry will take over the Selectboard Assistant task of uploading minutes and agendas to the website.
  - b. Nancy will train her.
  - c. Nancy will update Planning Commission and Conservation Commission (once Library page is added) and Trash and Recycling page. Nancy will create the other committee page (to store minutes and agendas for the 6 other committees).
  - d. Todd is updating Tales page, SB agendas and minutes, photo gallery. Community Fund minutes will move to the CF page.
  - e. After May 15 Todd will move the community fund grant application documents to the community fund pages.
  - f. Cathy will request upgrades from our webmaster.
  - g. Policy for uploading minutes was reviewed.
  - h. Cathy sent the operation manual to all members.
4. Meeting adjourned 9:00